

HCL TECHNOLOGIES LTD.**Business Services****Block - 1, No.84, Greams Road,****Thousand lights, Chennai – 600006 (India)****Tel: +91-44-66225522, Fax: +91-44-42189472****Registered Office: 806 Siddharth, 96 Nehru Place, New Delhi – 110019 (India)****www.hclbpo.com****www.hcl.com****Ref No: 135432****Date: 11-10-2013****Name: RAMACHANDRAN MURUGABOOPATHY****RRF: 5918****Address: No.18, Opp.10th Street,Vaishnavi Main Road,Vaishnavi
Nagar,Chennai****Dear RAMACHANDRAN,**

1. With reference to your application and subsequent interview, we are please to make you an offer with **HCL Technologies Ltd.- BUSINESS SERVICES** as **Software Engineer..** You are required to report on or before **14-10-2013** at 10:30 a.m., at the address **HCL Technologies Ltd., - BUSINESS SERVICES, Block – 1, No.84, Greams Road, Thousand Lights, Chennai – 600006.**
2. Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. The decision of the company will be final & binding.
3. You will be paid total of **Rs. 370000/- Per annum** that is inclusive of Basic salary, other monthly allowances, Provident Fund, Gratuity and other annual components. Your emoluments/ salary/ Cost to Company (CTC) include monthly as well as annual allowances as attached (Annexure A) herewith.
4. You shall be **on probation for a period of one year** from the date of your joining the organization. Permanent employment in the organization shall be considered based on periodic reviews made and on finding your performance during probationary period satisfactory.
5. The employee may terminate the contract of employment by giving 90 days written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However Company will also be entitled to terminate the contract of employment without assigning any reasons thereof by giving 90 days written notice or by payment of 3 months last drawn Basic salary in lieu thereof, to the employee.

6. In accordance with the authorization on your application, your appointment is subject to your clearance of Background Verification/Reference Check/any other test specified by the client and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. Please note that this offer is subject to satisfactory references being obtained.
7. You and your family (spouse, dependent children, dependent parents) will be covered under our comprehensive Medical Insurance scheme/ESI.
8. You will be required to declare (Annexure B) at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, affiliate companies, direct or indirect competitors. During your employment with HCL BUSINESS SERVICES, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the HCL BUSINESS SERVICES employee.
9. You will be required to declare any direct relatives (as specified in the clause above) who may be working in an associated business. Associated business herein refers to businesses, which can be a vendor/ customer/direct or indirect competitors to the HCL BUSINESS SERVICES business including support functions.
10. The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
11. Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other reasons. After having elected to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
12. The company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company will pay the terminated employee basic salary as applicable.

13. During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
14. You shall agree to abide by all terms and conditions listed in the Software Asset Management (SAM) Policy at all times. As an employee, you will ensure that software will be installed on the machine only after you have received the requisite approvals for the same. You shall also agree to keep track of the software inventory on your machine(s), and to take necessary corrective actions if any installation is not in accordance with the SAM Policy. You further agree that the company will not accept any liability in respect of any unauthorized use of software and you shall be personally liable for any damages or other liability arising on account of violation of SAM policy.
15. You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be 6 days a week. The Company shall be expending considerable sums of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount expended by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to promise to compensate the company for the amounts expended by it on the training in the event of your committing breach of your obligations under the training cum service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement.
16. During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
17. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately.

18. You would be initially posted at Chennai where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
19. During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity.
20. Your duty hours will be as advised to you by your superiors from time to time but will not exceed 48 hours a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
21. In case you absent your self from duty for 7 days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company.
22. You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically/mentally unfit to work any longer or for continued ill-health as certified by the medical officer/medical practitioner nominated by the Company.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before accepting it.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL Technologies Ltd., - BUSINESS SERVICES

ANAND RAJAGANESAN

Global Compensation and Benefits

Annexure A

List of Mandatory Documents: All Photocopies in A4 Size

1) Copies of educational certificates:

- a) Any proof for Date of Birth.
- b) 10th (mark sheets & passing certificates)
- c) 12th (mark sheets & passing certificates)
- d) Graduation degree / Provisional certificate & Mark sheets
- e) PG Degree & Mark sheets (if applicable)
- f) Professional certificates (if applicable)

2) Eight colored passport sized photographs.

3) Photographic ID Card (like Driving License, Passport etc.)

4) Copies of proof of residence (either of the options):

- a) Driving license or
- b) Voter registration card or
- c) Telephone/ Electricity Bill (either in candidate's name or his/ her parents name) or
- d) Credit Card Bill (in candidates name) or
- e) Ration Card or
- f) Bank Statement (in candidates name) or
- g) Attestation by the Bank Manager.
 - Proof of Acceptance of Resignation Letter by your Line HR / Reporting Manager
 - Right to work in India (applicable only if, not a citizen of India)
 - Salary slip of previous employment

Note: It is mandatory to carry the original documents against which the attested photocopies would be counterchecked at the time of joining.

List of Essential Documents:

1) Relieving Letter / Experience certificates (current and previous employers)

N.B. You are requested to come down to our office at Chennai to complete the joining formalities. You will need to register your profile with NASSCOM's [skill registry website](#) prior to coming onboard and the same needs to be treated as mandatory.

HCL/TAG/135432-51405168/C Corp/Platforms-Platforms